

**PROCEEDINGS OF THE BROWN COUNTY
EDUCATION & RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Tuesday, October 27, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, WI.

Present: John Vander Leest, Jesse Brunette, Kathy Johnson, Adam Warpinski, Pat Wetzel

Excused:

Also Present: Executive Hinz, Jayme Sellen; Supervisors Andrews, Erickson, Fleck, Krueger, La Violette, Williams, Zima. Lynn Vanden Langenberg, Heidi Hietpas, Andrea Konrath, Sara Perrizo, Debbie Klarkowski, Doug Hartman, John Machnik, Jeff Oudeans, Neil Anderson, Maria Lasecki, Scott Anthes, Gene Umberger, Becky McKee, Lynn Stainbrook, Lori Denault, Mary Ryan, Other Interested Parties.

I. Call Meeting to order:

The meeting was called to order by Chairman John Vander Leest at 6:17 p.m.

II. Approve/Modify Agenda:

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR JOHNSON TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

III. Approve/modify minutes of October 1, 2009:

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR JOHNSON TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

1. Review minutes of:

a) Library Board (9/17/09).

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR BRUNETTE TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Although shown in proper format, item #2 was taken at the end.

NON-BUDGET ITEMS

Communications

- 2. Communication from Supervisor Andrews to develop a process, including a form to fill out, to articulate the factors that lead to the need for a budget transfer to cover shortfalls with a section to be filled out by our financial office indicating where funds can be taken from. This form should be presented along with the request for budget transfer, and included in our packets. (Referred from Administration Committee.)**

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR JOHNSON TO HOLD TILL THE END OF THE BUDGET PORTION. Vote taken. MOTION CARRIED UNANIMOUSLY.

NEW Zoo

3. Budget Status Financial Report thru August 31, 2009.

Zoo Director, Neil Anderson, stated the budget looks good and they are having a record year.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR BRUNETTE TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

4. Request for Budget Transfer (#09-84): Increase in Expenditures with Offsetting Increase in Revenue (see attached for details).

Anderson stated it was a donation by the Ashwaubenon Lion's Club in the amount of \$1,000 to be used toward expenses associated with the further development of Educational Discovery Carts.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR JOHNSON TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Golf Course

5. Request from Wisconsin Women's State Golf Association re: using Golf Course on Tuesday, July 6, 2010 for the 2010 WWSGA State Bestball Championship.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR JOHNSON TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

6. Daily Financial Statistics as of October 11, 2009.

Golf Superintendant, Scott Anthes, stated that the numbers are lagging behind a little from last year due to the cold and wet October but in the same case their staffing level was decreased which offset that. Golf Cart revenue is up for the year and so is the steakhouse revenue.

A MOTION WAS MADE BY SUPERVISOR BRUNETTE AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

7. Budget Status Financial for August 31, 2009.

Expenses are well within their range and revenues are on track.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR BRUNETTE TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

8. **Superintendent's report.**

Anthes reported on the following:

- The golf season is winding down with a tentative closing date of November 15, 2009.
- Irrigation system had been blown out and all the greens and tees have been airfied for the coming up season.
- POS system addition is scheduled to be installed in the Clubhouse Bar & Grill area on November 4th. The reservation software manufacturer will be onsite at that time as well.
- Once the golf course closes, the steakhouse will be open for their winter hours, Monday through Wednesday 3pm to close, Thursday through Sunday 11am to close.
- The Golf course continues to sell gift cards in the County Clerk's office and at the Safari Steakhouse.

Executive Hinz announced to the committee that Mr. Anthes is a new father.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR JOHNSON TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Arena/Expo Centre

9. **Attendance for Veterans Memorial Complex.**

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Library

10. **Budget Status Financial Report for August 31, 2009.**

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

11. **Budget Adjustment Request (#09-96): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund) (see attached for details).**

Library Director, Lynn Stanbrook, stated that they had new printers put in and the cost of the cartridges cost approximately 50% more than the old ones. She stated they need to adjust their budget but that they do have the money. They also have their new PC Reservation Print Management System in place, which will make up for the increase in cost for the ink because people won't be able to print off things without paying for them. Stanbrook stated they have already discovered an increase in the money coming in. There is a separate fund for their coin-op copy machines and the printers that are being printed to. There is a fund balance that accumulates for replacement of copy machines.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR JOHNSON TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

12. **Boldt Engineering Report**

Stainbrook provided a handout (attached) and asked if the committee would like time to review it and discuss at next months meeting.

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR WETZEL TO HOLD TILL DECEMBER. Vote taken. MOTION CARRIED UNANIMOUSLY.

13. **Director's Report.**

Stainbrook presented a handout (attached) and highlighted items from her report. She announced the used book sale November 3-7, 2009 and handed out (attached) National Friends of Libraries Week Proclamation in which Executive Hinz proclaimed October 18-24, 2009, as Friends of Libraries Week.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Museum

14. **Attendance & Admission, September 2009.**

Museum Director, Gene Umberger, noted that there had been a drop in attendance and revenue this month from last year due to the popularity of the exhibit last September.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

15. **Budget Status Financial Report for August 31, 2009.**

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR JOHNSON TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

16. **Director's Report:**

A handout was presented (attached); Umberger and Museum Foundation President, Becky McKee, highlighted items from their report.

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR WARPINSKI TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Parks

Chair Vander Leest wished Parks Director, Bill Dowell, well on his recovery from surgery.

17. **Brown County Fair Association**

- **Report on the 2009 Brown County Fair.**

Fair Board President, Tom Van Deurzen, stated that the 2009 Fair went off without a hit; they had an attendance of 34,500 people which is about 1,000 down from last year due to bad weather. They had 880 exhibitors at the fair, out of those exhibitors there were 375 school exhibits; junior and 4H exhibits: 4,237; open and senior class: 2,275 exhibits. There were a number of non-profit groups working with food, beverages, parking cars, and raised over \$10,000 of revenue. They continue to work on improvements with the support of Facility and Park Management. They added some lights on the midway, installed power boxes along Fort Howard Avenue where the main concert area is so they don't have to use generators any longer and the facility can be used longer throughout the year. Sand was added to the horse arena and the overflow parking area was improved. They purchased some new holding pens for the showing area. They are currently putting up some power boxes near the north and south gate to support additional camping, arena area, etc.

Next years Fair dates are August 18th – 22nd. Fair information is continuously being updated on their website: <http://www.browncountyfair.com/>

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

- **Recognition of Brown County Facility & Park Management for continued support of the Brown County Fair.**

On behalf of the Fair Association, Van Deurzen, presented a plaque to the committee for their continued support for 2009.

Chair Vander Leest noted that he and the other long term members of the Ed & Rec committee had seen a revival of the fair and wanted to thank their staff for all their hard work and dedication to the fair. He felt people have been feeling strongly about the fair again and have pride in it which is a positive for the community and their families.

No action taken.

18. **Request from Ashwaubenon Nordic Ski Team for waiver of trail fees in exchange for a service project and reduction of Lodge fees to winter rate for their run/race on November 7, 2009 at the Reforestation Camp.**

A MOTION WAS MADE BY SUPERVISOR WETZEL AND SECONDED BY SUPERVISOR JOHNSON TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

19. **Approval of contract to La Plant Roofing and Construction for \$108,984 to replace roofs at Barkhausen and Shelter Care.**

Doug Hartman gave a brief explanation of the bid process and announced that they went with the metal shingle, granular coded, which he explained was a great option which has a lifetime warranty and is greener than usual and can be recycled. Hartman stated that the roof at Barkhausen was from 1988 and the warranty had

expired. \$34,000 was budgeted for this project, they had some other capital outlay projects so they did a budget transfer with the Executives approval to get the entire money amount and the project will be done in 2009.

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR WETZEL TO APPROVE LAPLANT ROOFING AND CONSTRUCTION FOR \$108,984. Vote taken. MOTION CARRIED UNANIMOUSLY.

20. **Budget Status Financial Report for August 31, 2009.**

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

21. **Director's Report for September 2009.**

Hartman stated that they had their winter storage which is an annual event at the fairgrounds where they stuff the barns full of campers, boats, pop-ups and antique cars. They filled up on Wednesday, the same day it was opened which is a first for them. The charges depend on the piece of equipment that is being stored and the money goes back to the parks. \$33,000 is their max.

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR BRUNETTE TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

BUDGET REVIEW

REVIEW OF 2010 DEPARTMENT BUDGET

22. **NEW Zoo: Review of 2010 department budget.**

Anderson provided a handout (attached) re: Summary Presentation: NEW Zoo 2010 Budget and briefly went through it with the committee.

Vander Leest questioned where the projected revenue for the Mayan Food Court will be in 2010. Anderson responded \$261,000 (pg. 269 in the budget book) and stated they approached their budget very conservatively.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR BRUNETTE TO APPROVE AS PROPOSED. Vote taken. MOTION CARRIED UNANIMOUSLY.

23. **Golf Course: Review of 2010 department budget.**

Anthes noted that in 2010 the golf course will have no increases in operations and expenses. The only increases are in the children's charity area in donation expenses which was increased by \$40,000 due to the popularity of that golf outing. He stated there will be an increase in personnel due to the cost of living but that will be offset by fringe benefits. No new staff members are being brought on. Anthes stated the only real big increase in overall expenses for the golf course is chargebacks and indirect charges, anything that is being done by the county that the golf course can not do on their own, overhead costs.

Anthes stated that with the new financial system out, he took the initiative in breaking down the budget in two sections for 2010 one for the golf course and a clubhouse section. He wanted to get a better feel on what money was going into the clubhouse and onto the golf course. Overall the expenses for the clubhouse for 2010 are \$87,000. Green fees have not changed.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR JOHNSON TO APPROVED AS PROPOSED. Vote taken. MOTION CARRIED UNANIMOUSLY.

24. **Library: Review of 2010 department budget.**

Library Director, Lynn Stainbrook, introduced to the committee Kathy Pletcher, Library Board Vice-President, Denise Bellmore, Library Board and Nicolet Federated Library Board member, Gina Reinardy, previous President of the Friends of the Library and newly appointed Nicolet Federated Library Board member and Paul Schierl, Library Board member.

The committee referred to Pg 235 in the budget book.

Pletcher thanked the committee for their time and stated she believed they were all there because they all cared so much about the library. She felt the library was absolutely critical to the community and is now more important with the state of the economy. With more people losing their jobs, nationwide people are going to their local libraries to use the internet services to look up and apply for jobs online. She felt it was important to maintain the library hours and computer networks at all their branches and to maintain their staff for assistance. The numbers of people coming to the library has gone up. 7% more books have been checked out. The number of people attending events had gone up.

Pletcher stated that they had submitted their Library budget based on the request of a 1% reduction from the County Executive. She explained that it was difficult to do because of all of their needs. To accomplish their goal, they have left positions unfilled and have tried to become more efficient. There is one problem that they have been struggling with for a long time which is that they are not funded at the basic level based on State standards for their materials budget. In order to get to that level they would need an increase of about \$112,000. Pletcher noted that the Friends of the Library Group do a lot of volunteer work for the library, they raise funds, and they assist the County in trying to take the library to a level beyond basic.

Chair Vander Leest stated that in the past there was a line item of uncollected revenue that was added revenue that was put towards the library budget and asked the finance staff to look further into it. He was not in favor of adding money to the library budget due to the needs from all departments but stated that if there was another revenue source, they could look at that for new book purchases, etc.

Stainbrook provided a handout (attached) re: 2007 Public Library Annual Reports which compared the Brown County Library with another library in the state with the same population. She explained that the children in attendance for child programs at Brown County Libraries are almost double the amount of Madison but the amount of books being checked out is a lot less. Stainbrook felt that it was due to the fact that they do not have enough books, enough variety of books, the right subjects or

quantities that other libraries do and the children are the ones being impacted by this. Vander Leest responded that he had never received one complaint from a child or adult with regards to the libraries being inadequate but have always had positive things to say.

Supervisor Johnson stated that she doesn't deny that the library needs more materials but felt that timing is crucial. Johnson noted that she would like to see more computer stations added. Stainbrook responded that they are expecting eight more computers next year and are working very hard on getting 32 more. She explained it was very difficult to get other bodies to pay for basic things like books. Johnson questioned if they have ever considered sharing or exchanging materials with other libraries or contacting retailers to see if they have damaged or unsaleable merchandise they could obtain. Stainbrook felt that sharing or exchanging would not work in the simplest form because of book budgets; they buy what they need and wouldn't buy extras to make available for others. On the complex level, what they own is available on the interlibrary loan but it is not as simple or as easy to walk in and get. Titles are available through a delivery van system.

Pletcher felt the reason the State developed standards was so that libraries that are underfunded are not borrowing materials that taxpayers and other municipalities paid for. They do share materials and they all recognize that they have common missions in terms of education and making things available to the citizen. They are a bit jealous about not having so much going in one direction and expect reciprocity when sharing materials.

Stainbrook stated that she was aware of the budget concerns in the Human Services area and that she shared those concerns as well. The library works closely with a lot of the agencies within that department. Those agencies depend on the library for some of their materials and resources. She would support the need to increase some of the Human Services dollars but felt by not increasing and also decreasing the library budget it will impact those agencies as well.

Supervisor Warpinski questioned the operating costs for the Book Mobile and asked Stainbrook her opinion of the future sustainability current practice of the Book Mobile. Stainbrook responded that it was extremely popular and had one of the highest checkout rates of all the branches. For \$75,000 a year she felt it was cost effective. She noted that they do need to consider the book mobiles life expectancy of 2012/2013. The current cost to replace it is \$200,000 to \$300,000 and expects that at that point they would need to decide whether or not to replace it. Stainbrook did note that when the Book Mobile travels to events such as the Celebrate De Pere Festival the festival pays for the staff time plus they give a donation from part of their proceeds.

Supervisor Brunette questioned how aware people are that the libraries are inner-connected and questioned how many complaints they receive because there are waiting lists for certain books? Stainbrook responded that they certainly promote and also could do more informing of their connection with their other libraries. There was a feeling that there personnel does a great job in letting people know but if people aren't asking for assistance they aren't able to share this information. In the 18 months that she had worked at the library she could think of three complaints regarding lack of materials. She stated that it is a fact that in retail if something is not available the customer will go shop somewhere else.

Chair Vander Leest explained that the County Board of Supervisors and the Education and Recreation Committee determine how much money is allocated to the library and then the Library Board decides how the money is respectfully spent by State statute. The County gives a flat dollar and if the Library Board wants to decide to make changes or distribute the money differently for more book purchases that is up the Library Board.

Further discussions ensued regarding computers and computer usage. It was suggested by Vander Leest that this topic be added to the Library Board agenda and as a communication at the next County Board meeting.

Vander Leest questioned the premium overtime expense. Lori Denault responded that any staff time on Sunday is considered overtime hours. If in the event they are out staffing, there are some incidents that they have to authorize some hours that go into overtime. Denault stated that they usually stay within the hours that are allocated.

Sara Perrizo, Internal Auditor, stated that in regards to the extra money in question that was added to the Library budget in 2002, it was added with the motion: to take \$60,332 from unclaimed funds to Library at 12/31/02 and the balance to the general fund. Vander Leest suggested looking into it further and have a review of what those funds were then and how it accumulated and if there is an accurate fund now.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI TO ADD \$50,000 TO ITEM 5330 TO BRING IT TO \$762,510. No second, no vote taken.

A MOTION WAS MADE BY SUPERVISOR BRUNETTE AND SECONDED BY SUPERVISOR JOHNSON TO APPROVE AS PROPOSED. Vote taken. MOTION CARRIED UNANIMOUSLY.

25. **Museum: Review of 2010 department budget.**

The committee referred to Pg 247 in the budget book.

Museum Director, Gene Umberger, referred to the Budget Analysis of 2010 book and stated the numbers are correct but some of the comments are not and wanted to clarify exactly what they have done to meet their targeted tax levy.

- They deleted the recorder position which handles photo reproduction requests among other responsibilities.
- They reduced the Clerk Typist II position from 37.5 hours to 24 hours. This person handles all the calls, school reservations and rental of the museum and its facilities, among other things.
- Reducing and adjusting their security costs which means they will only have two security on duty, one handling the reception desk to handle admissions.
- Closing the museum Memorial Day and Labor Day; lower attendance days.
- Close Thursday night and shift free time to Wednesday night.

Vander Leest noted that the public charges were down for 2010 and questioned if they anticipated a decrease in the amount of visitors. Umberger responded that that was not what was anticipated. Over the years since including admission fees in 2004, they have been struggling with those estimates and believe the numbers for next year are very responsible and based on past exhibit popularity.

Umberger stated overall the budget will be a bit less than it was for 2009.

Vander Leest questioned if they had looked at ways to increase revenue stating in the past they have worked on specific items for certain exhibits to bring in more people, they have tried to do additional things with the Packers such as the Packer video, etc. Umberger responded that this year they are adding a children only shop as an addition to the Pranges exhibit which is well remembered by the community and an enhancement and change to that angle or doing that exhibit which does really well.

Supervisor Wetzel questioned furloughs in which Umberger referred to Human Resource Director, Debbie Klarkowski. Klarkowski stated that there is a current policy in place, five voluntary days of furlough that any employee can take in 2009 but what the Museum originally did was add the info into the 2010 budget which would have been considered bargaining outside the bargaining unit. 2010 Furlough discussions will be brought forward to the next Executive Committee meeting.

Supervisor Brunette stated that about a year and a half ago there had been discussions regarding renovations for the mastodon exhibit at the museum. Brunette felt if they were able to move forward they could potentially increase revenue through admissions due to the popularity. Umberger responded that it is part of their strategic plan as well as compact storage which will be a huge financial undertaking and will happen at some point. Umberger explained that the Neville Public Museum Foundation is under tremendous duress as most non-profit groups are in terms of raising funds. The museum depends on them for funding all their programs which is a struggle. Realistically it is in the plan and is one of the top priorities. They had actually put in the formal proposal for compact storage but because of the economy that had been pushed back one or two years. Once that is accomplished they will be looking at renovations and improving the exhibit which is a strong goal.

A brief discussion ensued regarding the proposed downtown Children's Museum. Umberger felt that instead of duplicating services they will compliment each other.

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR WETZEL TO ADOPT THE BUDGET AS PROPOSED. Vote taken. MOTION CARRIED UNANIMOUSLY.

- 25a. **Resolution re: Approving New or Deleted Positions During the 2010 Budget Process.**

A MOTION WAS MADE BY SUPERVISOR WARPINSKI SECONDED BY SUPERVISOR BRUNETTE TO APPROVE 25A. Vote taken. MOTION CARRIED UNANIMOUSLY.

26. **Parks: Review of 2010 department budget.**

The committee referred to Pg 49 in the budget book.

Assistant Park Director, Doug Hartman, briefly went through their proposed budget information on pages 49 and 50 and highlighted a few of their energy efficient projects for 2010. He referred to pg 55 and stated overall for their park revenues they are basically looking at a slightly reduced levy.

The one change that he wanted to point out to the committee was in the past years there had been a \$35,000 subsidy to the Brown County Fair and in 2010 it will go down to \$30,000. As far as he understands it had been the thought to reduce that over a period of time.

In order to meet their target levy their contribution of \$18,000 to Triangle Hill that is given to the City of Green Bay is not in the budget. Vander Leest asked Hartman for a brief history of Triangle Hill. Hartman responded that the agreement was made before he started with the County but he understood that for many years the County has split the funds of the operating cost and split 50/50 the cost of operating Triangle Hill for many years. 5 or 6 years ago the County and the City came to an agreement of instead of all the accounting of splitting it in half they took an average of the cost and it was determined \$18,000 would be paid to the City on an annual basis. Supervisor Zima stated it was always a subject for debate. He felt it was used by everyone in the County and is the only park in the city limits of Green Bay in the County Parks system. Zima felt it was a small amount of money to pay to show good faith.

Also, the Special Revenue Accounts are now listed with the general park budget (donations, boat launch, cross country skiing, rails to trails, etc.).

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR BRUNETTE TO ADD \$18,000 CONTRIBUTION TO THE CITY OF GREEN BAY FOR THE OPERATION OF TRIANGLE HILL. Vote taken. MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR BRUNETTE TO APPROVE AS AMENDED. Vote taken. MOTION CARRIED UNANIMOUSLY.

Other

27. Audit of bills.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO PAY THE BILLS. Vote taken. MOTION CARRIED UNANIMOUSLY.

28. Such other matters as authorized by law.

December meeting will be held the first Thursday of December at the NEW Zoo with a tour of Mayan Food Court. January meeting will be held January 7th at the Library.

Motion made by Supervisor Brunette and seconded by Supervisor Wetzel to adjourn at 7:45 p.m. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

Inspected by
BOLDT TECHNICAL SERVICES
 PO Box 419
 Appleton, WI 54912-0419
 Ph 920-225-6217

Brown County Library System
 Facility Condition Assessment
 Central Branch, Green Bay

BUILDING SYSTEMS - Appraisal of Existing Conditions ©Boldt 2009

Summary	Potential Points	Points Awarded	Average
1 Site	100	67	67%
2 Building Frame and Exterior	200	134	67%
3 Interior Features	100	53	53%
4 Mechanical Systems	300	158	53%
5 Electrical Systems	200	128	64%
6 Fixtures and Equipment	100	52	52%
TOTALS	1000	592	59%

Overall Building Rating Scale

100% - 90%: Excellent Condition.
89% - 75%: Good Condition. Some minor issues
74% - 60%: Acceptable Condition. Many major issues, some minor issues.
59% - 45%: Poor Condition. Numerous major issues.
Below 45%: Very Inadequate. Major upgrades or replacement recommended.

Building Systems Notes

Framing Type	Precast Concrete
Floor Construction	Double - Tee Precast Concrete
Roof Construction	Double - Tee Precast Concrete, below rubber roof membrane and ballast
Exterior Finish	Precast concrete with exposed aggregate
Typ Int Walls	Precast concrete & stack bond masonry (load bearing)
Typ Int Partitions	Steel stud and drywall
Typ Int Flooring	Carpet tile, ceramic tile, sealed concrete
Typ Int Ceiling	Acoustic ceiling tile and exposed structure
Heating Energy Type:	Gas fired boilers
Heating System Type:	Perimeter wall fin radiation and duct mounted reheat coils
Air Conditioning Type:	Central screw chiller serving constant volume AHU

Synopsis of Inspection

Dates of Construction:	1973
Number of Floors:	3 (including basement)
Gross Building Area:	70,065 SF
General List of Areas:	Public reading and book storage, administration
Access exceptions:	None
Inspected Roof:	Yes
General Opinion:	State-of-the-art facility at the time of construction in the early 1970's. A wide range of issues exist, particularly with the mechanical systems and building envelope. Facility falls short in many areas, including current day building codes, energy efficiency, handicap accessibility and life safety in the form of automated fire protection. Structurally, building is sound with reinforced precast concrete.

Building documents viewed: Original 1971 construction drawings, including architectural, structural, HVAC, electrical and plumbing

Building Area (Sq. Ft.)

Lower Level	25,510
First Floor	24,827
Second Floor	26,213
Third Floor	14,344
Total	90,894

Inspected by
BOLDT TECHNICAL SERVICES
 PO Box 419
 Appleton, WI 54912-0419
 Ph 920-225-6217

Brown County Library System
 Facility Condition Assessment
 Central Branch, Green Bay

1 Site Development

Apparent Building Code and Life Safety Issues

- 1 Heaving concrete slabs; sidewalks can be trip hazards / wheelchair obstacles, if not ground down.
- 2 Handicap parking is limited, below minimum quantity requirements. Off-site HC parking is remote.
- 3 Available on-site parking falls well below minimum current day and practical requirements.
- 4 Less than ideal fire truck access / turning radius in parking lot.

Maintenance Issues

- 1 Areas of sidewalk / plaza occasionally need to be grinded down due to concrete slab heaving, etc.
- 2 Overgrown landscaping / trees need to be trimmed back from building, as necessary (or replaced).
- 3 Parking lot has been re-surfaced many times and continues to be a maintenance issue.

General Observations

- 1 Location is desirable for current use
- 2 Large enough or inhibited for current use
- 3 Area remains for expansion
- 4 Easily accessible to cars
- 5 Easily accessible to buses
- 6 Easily accessible to handicapped
- 7 Pedestrian accommodations
- 8 Landscaping condition
- 9 Stormwater Drainage
- 10 Parking Sufficiency and Conditions
- 11 Outdoor Signage/Identification
- 12 Outdoor Lighting, Power, Comm
- 13 Outdoor Amenities

Potential Points	Points Awarded	Comments
10	8	Centrally located in city, parking is an issue
10	9	Sq. footage not an issue; excess storage space
10	6	Area is available for expansion.
5	4	Occasional heavy traffic in downtown area.
5	5	Many public bus routes available.
10	5	Numerous ADA issues exist throughout facility.
5	4	Plaza, benches, fountain areas are available.
5	3	Some areas overgrown; fountain needs attn.
10	8	No major site drainage issues.
10	3	On-site parking is very limited, major issue.
5	2	Lack of "Library" identity, cold appearance.
5	3	Outdoor light fixtures and associated wiring is showing age, attention is recommended.
10	7	Good availability of outdoor amenities, fountain area & plaza used frequently.
TOTAL - SITE APPRAISAL	67	67%

SCALE						
Potential Points	Non-Existent	Very Inadequate	Poor	Acceptable	Good	Excellent
5	0	1	2	3	4	5
10	0	2	4	6	8	10
15	0	3	6	9	12	15
20	0	4	8	12	16	20
25	0	5	10	15	20	25

2 Building Frame and Exterior

Apparent Building Code and Life Safety Issues

- 1 Most stairways, handrails / guardrails are non-ADA compliant.
- 2 Exterior building envelope is poorly insulated and does not meet modern energy codes.
- 3 Original 1971 windows - Poor insulation values. Window panes are buckling frames in many areas. Seams should be recaulked at minimum. Replacement recommended as long term solution.
- 4 Door hardware / handles are not ADA compliant - most are of the door knob, non-lever type.

Maintenance Issues

- 1 Poor insulation - Thermal heat loss through inefficient building envelope results in high maintenance costs.
- 2 Skylights are a significant issue. Leaks water during spring thaw and driving rain. Poor insulation values.
- 3 Roof drains require occasional maintenance during spring thaw and heavy rain storms.
- 4 Periodic maintenance required for exterior precast (power washing), as necessary.

General Observations

	Potential Points	Points Awarded	Comments
1 Foundation	15	13	No major issues or concerns. Few minor cracks.
2 Framing	15	13	Precast/Reinf. Concrete is solid; no issues.
3 Slab on Grade	10	9	Concrete slabs are in good condition
4 El Floor Plate(s)	10	9	Precast double-tee beams are in good condition.
5 Stairways, Tread, Riser, Railings	10	8	Code issues exist with handrail / guardrail dimensions.
6 Roof Structure	10	8	Roof structurally sound, well within loading capacities.
7 Roofing, flashings and drainage	10	5	Roof membrane recently replaced; however some minor leaks still exist near roof drains.
8 Roof Accessories	5	2	Roof skylights, drains, etc. have leaks, poor R-Values.
9 Exterior Walls	15	13	Precast concrete is in good overall condition.
10 Exterior Windows, insul glazing and hdwe	10	4	Non energy efficient glazing; causes significant heat loss. Window panes buckling in frames in numerous areas.
11 Exterior Doors, glass and hdwe	10	5	Good working condition; energy efficiency issues exist.
12 Exterior Trims	5	3	Flashing generally in good working condition.
13 Building Expansion Joints/Control Joints	10	10	No expansion joints discovered, no issues noted.
14 Sealants	10	8	Generally good condition; some areas exist where precast and window sealant/caulking is disintegrating. Reseal.
15 Wind, Rainstorm, Snow & Ice Details	15	4	Leaks occur at skylights, roof drains and book drop
16 Free of friable asbestos and toxic materials	20	12	Asbestos exists throughout facility, but not airborne
17 Energy conscious Insulation	20	8	Poorly insulated exterior envelope; does not meet current day energy standards. Some areas have no insulation should be at least 2" rigid insulation.
TOTAL - BUILDING SHELL APPRAISAL	200	134	67%

SCALE						
Potential Points	Non-Existent	Very Inadequate	Poor	Acceptable	Good	Excellent
5	0	1	2	3	4	5
10	0	2	4	6	8	10
15	0	3	6	9	12	15
20	0	4	8	12	16	20
25	0	5	10	15	20	25

Inspected by
BOLDT TECHNICAL SERVICES
 PO Box 419
 Appleton, WI 54912-0419
 Ph 920-225-6217

Brown County Library System
 Facility Condition Assessment
 Central Branch, Green Bay

3 Interior Features

Many of the accessibility / code issues will need to be addressed if a major renovation is to occur

Apparent Building Code and Life Safety Issues

- 1 Asbestos in numerous building materials, including spline ceiling tile; vinyl floor tile
- 2 Accessibility issues exist. Many areas non-ADA compliant, including restrooms, stairs, elevators
- 3 Restrooms are undersized for size of facility - does not meet current code for fixture count
- 4 Many doorways and exits do not have proper clearance - does not meet current code

Maintenance Issues

- 1 Acoustic ceiling tile are constant maintenance issues, due to sagging, replacement or access above.
- 2 Interior finishes (flooring, wall covering, etc.) are replaced on a regular basis as necessary.
- 3 Some of the original early 1970's finishes and furniture could use updating, particularly in the lower level auditorium, public seating and study areas, and office / conference rooms.

General Observations

	Potential Points	Points Awarded	Comments
1 Safety (Materials, Systems, Egress)	10	4	Clearance issues at doorways exist
2 Barrier Free Access	10	4	Accessibility issues exist throughout facility
3 Elevators	5	2	(2) Passenger elevators are non ADA compliant. Following sections detail findings & recommendations.
4 Acoustic Control	5	3	Acoustics are generally good. Noisy HVAC system. Noise transfer through open stairwell.
5 General Wear and Cleanliness	5	2	Generally clean, showing age in many areas Moderate wear & tear from 40 years of use.
6 Décor (Age, appearance, wear)	5	2	Some original early 1970's furniture. Dated appearance. Could use updating in areas.
7 Interior Walls	5	4	Precast walls solid; good condition
8 Interior Partitions	5	4	Drywall is in good condition
9 Flexibility Features	5	4	Flexible floor plan, area for relocation exists
10 Interior Windows, Glass and Hdwe	5	4	Interior glass and framing in good condition
11 Interior Doors, Glass and Hdwe	5	3	Good working condition, some hdwe non is ADA
12 Wall Finishes	5	4	Mostly painted drywall or exposed precast - good condition. Could use a good cleaning.
13 Trims	5	3	Wood trim & carpentry are adequate for use, however, nicks & scratches exist in many areas
14 Ceiling Finishes	5	2	Spline tile contains asbestos, ACT 2x2 sags
15 Floor Finishes	5	2	Flooring has been replaced as necessary, except auditorium contains original carpet.
16 Restrooms and Special Use Rooms	5	1	Restrooms are inadequate in size/accessibility
17 Floor Plan Integrity	5	3	Generally efficient layout for it use
18 Signage and Specialties	5	2	Signage is visible. Appearance is dated
TOTAL - INTERIOR APPRAISAL	100	53	53%

SCALE						
Potential Points	Non-Existent	Very Inadequate	Poor	Acceptable	Good	Excellent
5	0	1	2	3	4	5
10	0	2	4	6	8	10
15	0	3	6	9	12	15
20	0	4	8	12	16	20
25	0	5	10	15	20	25

Inspected by
BOLDT TECHNICAL SERVICES
 PO Box 419
 Appleton, WI 54912-0419
 Ph 920-225-6217

Brown County Library System
 Facility Condition Assessment
 Central Branch, Green Bay

4 Mechanical Systems

Apparent Building Code and Life Safety Issues

- 1 (SEE APPENDIX A: HVAC)
- 2
- 3

Maintenance Issues

- 1 (SEE APPENDIX A: HVAC)
- 2
- 3

General Observations

	Potential Points	Points Awarded	Comments
1 Safety (Fire-rated Materials, Components)	10	4	No smoke detection
2 Free of friable asbestos and toxic materials	5	3	Asbestos present but not friable
3 Acoustic Control	5	3	Office/Admin areas are noisy
4 Barrier Free Access	5	3	No major access issues
5 Weather Resistance	5	4	OA ducts should be sealed
6 Flexibility and Expandability	5	4	Systems have spare capacity
7 Like-new Cleanliness	15	3	Duct systems & AHU need cleaning
8 Like-new Service Life	5	4	Overall systems in good repair
9 Like-new Appearance	5	4	Heating & cooling plants are new
10 Corrosion-free	5	4	Some corrosion on AHU 2 & 5
11 Leak-free Installation	5	4	No leaks visible
12 Properly Insulated	5	4	Liner needs replacement
13 Appropriately sized for ex purpose	15	6	Chiller currently oversized
14 Utility Entrance Condition	10	8	No defects noted
15 Plumbing System	50	30	High water consumption
16 Fire Protection System	50	10	No fire sprinklers or standpipes present
17 HVAC System: Air Handling & Ductwork	50	30	Cleaning & retro commissioning needed
18 Energy Management System	50	30	System needs operation checks
TOTAL - MECHANICAL APPRAISAL	300	158	53%

SCALE						
Potential Points	Non-Existent	Very Inadequate	Poor	Acceptable	Good	Excellent
5	0	1	2	3	4	5
10	0	2	4	6	8	10
15	0	3	6	9	12	15
20	0	4	8	12	16	20
25	0	5	10	15	20	25
50	0	10	20	30	40	50

5 Electrical Systems

Apparent Building Code and Life Safety Issues

- 1 Exit lighting in stairwells not compliant - see attached
- 2 Lack of emergency lighting throughout building - see attached
- 3 Generator has single transfer switch
- 4 Extension boxes have been provided throughout facility on junction boxes that contain more wires than they should, per the box fill requirement of the NEC (see Article 314 and Table 314.16(A)). Associated conduit will also carry more conductors than code will allow. Wiring may need to be rerouted to meet the intent of the NEC.

Maintenance Issues

- 1 Main disconnect switch on incoming service requires repair and may need to be replaced
- 2 Panel boards need to be cleaned and have breakers checked (every 5 years)
- 3 Fluorescent lamps are different color temperatures (3500 degree K and 4200 degree K)
- 4 The building's lighting system consists of T8 lamps with electronic ballasts, T12 lamps with magnetic ballasts, incandescent, and compact fluorescent lamps. The facility may want to consider standardizing on less lamp types for ease of maintenance.

General Observations

	Potential Points	Points Awarded	Comments
1 Safety (Fire-rated Materials, Components)	10	4	Several locations exist that have junction box extensions installed for wire safety
2 Free of friable asbestos and toxic materials	5	5	None noted
3 Barrier Free Access	5	4	Most elec. panels are located in corridors, several locations have large items placed in front, creating clearance issues 36" clear must be maintained in front of all elec. panels.
4 Weather Resistance	5	3	Disconnect on roof is rusted badly some pole fixtures showing age
5 Flexibility and Expandability	5	4	Moderate flexibility & expandability, for future
6 Like-new Cleanliness	5	3	Panels and lighting showing age
7 Like-new Service Life	5	3	Panels and lighting showing age
8 Like-new Appearance	5	3	Panels and lighting showing age
9 Corrosion-free	5	3	Inside equipment ok, exterior equipment shows corrosion
10 Code Compliant Installation	20	12	See Appendix B: Electrical
11 Appropriately sized for ex purpose	5	5	System is appropriately sized
12 Transformer and Service Entrance Condition	20	18	Location is ok - no defects noted
13 Switchgear	20	10	Main service disconnect needs repair. Main CB may not close without substantial outside force exerted.
14 Electrical Power System	20	16	See Appendix B: Electrical
15 Electrical Lighting System	20	11	See Appendix B: Electrical
16 Communications	15	12	Building communication/data systems not located in secure locations
17 Sound Amplification	10	4	Public address system is poor. System is not flexible to accommodate multiple zones or various areas of bldg.
18 Other Electrical	10	8	Manual lighting controls in panels
19 Energy Management System	10	0	None noted.
TOTAL - ELECTRICAL APPRAISAL	200	128	64%

SCALE						
Potential Points	Non-Existent	Very Inadequate	Poor	Acceptable	Good	Excellent
5	0	1	2	3	4	5
10	0	2	4	6	8	10
15	0	3	6	9	12	15
20	0	4	8	12	16	20
25	0	5	10	15	20	25

Inspected by
BOLDT TECHNICAL SERVICES
 PO Box 419
 Appleton, WI 54912-0419
 Ph 920-225-6217

Brown County Library System
 Facility Condition Assessment
 Central Branch, Green Bay

6 Fixtures and Equipment

Apparent Building Code and Life Safety Issues

- 1 Non-ADA compliant restroom fixtures (sinks, toilets, stalls, etc.)
- 2 Quantity of fixtures and clearances are below min. standard
- 3

Maintenance Issues

- 1
- 2
- 3

General Observations

	Potential Points	Points Awarded	Comments
1 Safety (Fire-rated Materials, Components)	10	6	No fire suppression system discovered
2 Free of friable asbestos and toxic materials	5	2	Asbestos insulation exists on some piping
3 Barrier Free Access	5	1	Many accessibility issues exist
4 Weather Resistance	5	3	Normal wear & tear due to age
5 Flexibility and Expandability	5	1	Restroom space is severely limited.
6 Like-new Cleanliness	5	3	Generally good condition for age
7 Like-new Service Life	5	3	Signs of aging - replaced as necessary.
8 Like-new Appearance	5	3	Generally good condition for age
9 Corrosion-free	5	2	Some corrosion present on piping
10 Appropriately sized for ex purpose	5	1	Non ADA compliant in quantity & clearances
11 Code Compliant Fixtures & Accessories	15	6	Code compliant for early 1970's, but does not meet current ADA standards
12 Security System	15	9	Adequate security system, has limitations
13 Fire Alarm System	15	12	System recently upgraded
TOTAL - FIXTURES APPRAISAL	100	52	52%

SCALE						
Potential Points	Non-Existent	Very Inadequate	Poor	Acceptable	Good	Excellent
5	0	1	2	3	4	5
10	0	2	4	6	8	10
15	0	3	6	9	12	15
20	0	4	8	12	16	20
25	0	5	10	15	20	25

LIBRARY Brown County

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

PHONE (920) 448-4400 Ext. 351
FAX (920) 448-4364

LYNN STAINBROOK
DIRECTOR

E-MAIL Stainbrook_LM@co.brown.wi.us
WEBSITE www.browncountylibrary.org

Library Report October, 2009

General

The director and staff attended the Wisconsin Library Association Conference in Appleton.

Staff attended "Turning the Page: Building Your Library Community," as part of the Bill & Melinda Gates Foundation Online Opportunities Grant that awards matching funds for public-use computers. The speakers in the 5 breakout sessions gave many ideas on how to strengthen ties between the library and the community, and how to be an effective advocate for the library.

Sexual Assault Center staff presented Kids Can!, a child sexual abuse prevention program at several locations.

Staff participated in Health Risk Assessments offered through the county.

Come Play With Me day-long workshops for teen parents and their babies. Children's librarians from Central and East again collaborated with dozens of other local agencies to present this annual event sponsored by the Adolescent Parenting Coalition. This day included developmental and dental screenings, parent education sessions, including seven presentations on early literacy and library services presented by a children's librarian who does weekly baby storytimes at the Central Library. 71 attended.

Central Library

Spider Spectacular event, Saturday Oct 17. Held at the Neville Public Museum, this was a special day coordinated by the Central Library Children's Department for which the library's Summer Reading Program participants earned passes to view the museum exhibits. The featured attraction was *Spiders!* the fascinating and kid-friendly exhibit designed by museum staff. Library and museum staff and volunteers also presented a variety of free activities such as a Tangled Web of Stories, a "Read Like Spider-Man" photo opportunity, robotic spider races, and more. Attendance: 326 kids and adults.

Central Library staff presented tours and programs to: NWTC Adult English Language Learners class; UW-Green Bay Multicultural Literature class; Homeschool Association and Trinity Lutheran School.

A Teen Photography Contest was launched at the beginning of Teen Read Week (October 18-24).

The annual Local History Series featured programs on the history of Voyageur Magazine; the copper tooling industry; the history and culture of food in Wisconsin; Jean Nicolet and Abraham Lincoln in story and song.

Ashwaubenon Branch:

Staff did a simulated story time for Ashwaubenon high school students taking the Parent & Child course. A variety of stories, songs, fingerplays, etc. to showing interaction techniques was demonstrated.

The Ashwaubenon Village Board approved the formation of a committee, headed by Ken Bukowski, Village Board Trustee to look at enlarging the current library ~or~ building a new combination library, community center and senior center.

Offered library patrons Internet/job searching training and MS Word/resume training.

Denmark Branch:

Green Bay author of “The Chemist” Janson Mancheski discussed his book and signed copies at a program sponsored by the library’s Book Nuts Book Club. 22 people attended.

Monthly storytimes are being held for the Early Childhood classes. Seven groups come to hear stories and check out books each month.

East Branch:

The e-mail newsletter has been re-formatted to look like a newspaper, complete with graphics.

The costumed character, Miss Spider, from “Miss Spider’s New Car” visited toddler and pre-school storytimes to entertain over 100 budding arachnologists.

Pat Fuge from Gnome Games presented “Language Arts through Games” for teachers, home-schoolers and parents. He demonstrated games that teach letter and word identification, along with spelling and story building skills.

Ten kids read to two dogs during the second “Sit, Stay, Read” session held on Saturday, October 10.

Kress Family Branch:

Staff participated in a Library Science Career Panel at Lawrence University and answered questions about library careers.

Storytime was held at Fire Station #1 in De Pere where firefighters read stories to the children.

Pulaski Branch:

The branch is serving as a partner site with Rasmussen College for community outreach. A Rasmussen student meets with local students at the library to provide one-on-one tutoring sessions.

Southwest Branch:

Beaumont Elementary 3rd graders visited for storytime and checkout.

Staff attended the "Outreach + Partnerships = Successful Library Programming and Collections" webinar.

Staff attended a manga and anime presentation by BCL staff at NFLS’ annual Grassroots Meeting.

A request for information about the branch’s bilingual conversation group program was made by a librarian from Tualatin Public Library in Oregon.

Miss Spider, the costumed character attended storytime.

Weyers-Hilliard Branch:

The NEW Library Volunteers presented a check for over \$400.00 to the branch. The money came from the sale of gumballs at the machine at CVS Pharmacy in Howard.

McDonald’s (2420 Velp Avenue) gave the library over 75 copies of its children’s fire safety booklets. They were distributed at a special fire safety story time.

Wrightstown Branch:

Two volunteer firemen brought a fire truck and talked to the children about fire safety as part of Fire Prevention Week. 50 people attended.

NATIONAL FRIENDS OF LIBRARIES WEEK

WHEREAS, Friends of the Brown County Library was founded in 1963 as the Friends of the Kellogg Library to advocate for the construction of the current Central Library building;

WHEREAS, Friends of the Brown County Library has continued its advocacy role by raising money that enables our Central Library and its eight branches to move from good to great -- providing the resources for additional programming, much needed equipment, support for children's summer reading, and special events throughout the year;

WHEREAS, the work of the Friends highlights, on an on-going basis, the fact that our library - Wisconsin Library of the Year in 1980 and 1993 and National Library of the Year in 1997 - is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present;

WHEREAS, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages;

WHEREAS, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

NOW, THEREFORE, BE IT RESOLVED, that Brown County Executive Tom Hinz proclaims October 18-24, 2009, as Friends of Libraries Week and urges everyone to **BE A FRIEND**.

Signed this 18th day of Oct., Two Thousand - Nine

Tom Hinz
Tom Hinz, County Executive

Education & Recreation Meeting
10/29/09

Museum Report – October

Exhibits

- Will soon be moving the *Spiders!* exhibit to the 2nd floor of the museum in preparation for installing *Holiday Memories: Prange's Christmas Windows*, which this year will include the "Children Only Shop"

Programs (in addition to ongoing series, such as Natural History Lecture Series, International Film Series, Geology Club and Astronomical Society programs, etc.)

- In the Neville Theater, curatorial staff presented a 2 part course (Oct. 6, 13), "Intriguing Objects from the Collection of the Neville Public Museum," to members of Learning in Retirement. Very well received and may be repeated next fall.
- First Neville Dinner Program of the season, "Bob Nowak's Comedy Magic & Illusion" (Oct. 8)
- NWTC Horticulture Club worked on gardens at the museum (Sat., Oct. 17), including planting hosta plants donated for the first time by the Green and Gold Hosta Society; this is an annual event
- Board Chairman, Kramer Rock, featured in article "Rock works to keep history alive" (Aug. 31) in *The Business News*

Neville Public Museum Foundation Report

Membership/Fundraising

- NWTC students designed new membership brochure—Foundation staff will be making a selection from all of the proposed designs

Board

- Three new members added to board, Jerry Mader, Jim Rivett, and Brendan Bruss. They will attend their first meeting in December.

Gift Shop

- Two part-time people rotating weekends
- Christmas merchandise coming in and will be put out very early November

Summary Presentation:

NEW Zoo 2010 Budget

The NEW Zoo is one of only six AZA (Association of Zoos & Aquariums) accredited zoos (Indianapolis Zoo, Phoenix Zoo, Living Desert of Palm Desert, CA; Cheyenne Mountain Zoo, Arizona-Sonoran Desert Museum) in the country that does not receive local or regional tax support for their annual operating budget. The NEW Zoo is the only one of the six that does not receive any operational support from an endowment fund as commented by the AZA accreditation inspectors. The AZA has a total of 221 accredited zoos and aquariums. The Zoo's 2010 annual budget maintains AZA accreditation standards of operations as well as complying with the United States Department of Agriculture regulations covered under the Animal Welfare Act.

Personnel costs increased slightly due to cost-of-living wage increases and associated fringe benefits for existing staff. Staffing levels and budgeted hours remain at the 2009 level.

Operating expenses have increased from 2009 overall by 4.98% while operating revenue has increased by 5.08%.

Indirect charges have increased from a 2009 level of 54,422 to a 2010 level of 61,827. The increase is due to a 358% increase in the Purchase orders processed line item. The line item chargeback was 3,313 in 2009 and is now 11,866 for 2010.

The Zoo Society will be funding approximately half of the salary & benefits for the Education & Volunteer coordinator full time position, AZA annual membership dues, and staff training and conferences needs. In the past, the Zoo Society has funded the Education position from funds generated from the annual Feast with the Beast. Those funds will continue to support the position. Contributed capital is expected to be \$165,000.00 based on successful fundraising by the Zoo Society for a new Giant Tortoise Exhibit in 2010 (donation for the exhibit secured and a spring construction is planned). The Zoo Society has also launched a new major fundraising capital campaign for a Conservation Education Center to replace the 1953 Education/Admin. Building.

The Zoo must keep the "New" in the NEW Zoo to remain self-supportive. There is no capital outlay items included in the budget since major capital improvements will be donated by funds from the N. E. W. Zoological Society, Inc. and donor solicitation by staff and volunteers.

Increased depreciation costs associated with the Mayan Food Court, Japanese Snow Macaque Exhibit, North American Aviary Renovation, and salt-water aquarium capital contribution will be reflected in the 2010 budget.

Total revenues increased due to the increase in Zoo Pass sales and additional Special Event revenue. The Zoo is also expanding catering opportunities for additional revenue.

Performance measures are expected to be 100% compliant with USDA-APHIS Inspection and revenue per Zoo Visitor is expected to increase to \$6.38 for 2010. Revenue per Zoo Visitor in 2009 is estimated to be \$6.05.

Policy initiative for 2010 is to develop a strategic sustainability plan that will guide all ongoing and future operations as well as future planning to help ensure the zoo remains a viable enterprise fund. This plan will be a comprehensive plan that will take into account all previous guiding documents, strategic plans, business plans, master plans, etc. and will incorporate them into one integrated guiding document using sustainable and lean practices. The plan will include best business practices of our industry and provide a model for our zoo industry. The sustainability plan will help secure the future of the NEW Zoo.

From 2007 Public Library Annual Reports:

	Population	Tax support Per Capita	Support Per \$1,000 EAV	Total Income	Checkout Total	Library Materials Expenditures	Children's Checkout	Child Program Attendance	FTE
Brown County	243,585	\$24.61	0.353	\$6,934,068.00	2,235,814	\$712,577.00	850,020	112,882	83.54
Madison	224,810	\$44.33	0.488	\$12,860,229.00	4,628,191	\$1,255,608.00	1,294,559	60,793	153.07

Brown County Library has nearly double the number of children attending programs at the Library
 BCL - 112,882 attending
 Madison PL - 60,793 attending

Yet, children attending the programs don't check out books in the same numbers
 BCL - 850,020 books
 Madison PL - 1,294,559 books

This is where the lack of dollars for books is hurting us.

We don't have enough variety.

We don't have enough of the appropriate age or subject.

We don't have enough copies of popular titles.

We have too many books that are old, worn, ugly and not desirable.